

.03 Local Office Hearing Request Procedures - Preparing for the Pre-hearing Conference

Complete the following within SEVEN days from receipt of the hearing request:

- Schedule a pre-hearing conference. Notify the appellant of the conference date verbally or by sending the [C834 notice](#).

NOTE Maricopa county fair hearing specialists must also complete the following:

- Telephone the representative to advise of the time and date of the pre-hearing conference.

- FAX screen prints of the following to the representative:

AZTECS screens of all budget calculations

Income screens

Notices (all pages)

Documentation in CADO or the CADO Extension Form (CEF)

The conference may be conducted by telephone at the request of, or with agreement of, the appellant.

An informal conference may be scheduled at the appellant's request, even when a formal hearing request has not been filed. When this occurs, document CADO or the CEF.

NA EXCEPTION

Conduct the pre-hearing conference within TWO [workdays\(g\)](#) when the hearing request is for denial of expedited benefits, unless the PI is not in agreement or wants to schedule it for later.

- Document CADO or the CEF and the [case file\(g\)](#) with the method of notification used for the pre-hearing conference.
- Document CADO or the CEF with the date and method in which the representative was notified.
- [Prepare the pre-hearing summary](#).